

SECRET

6-0931

OC. 4539

MS-279

4.3

OCT 4 1954

MEMORANDUM FOR: Deputy Director (Administration)
ATTENTION: Management Staff
SUBJECT: Request for Increase in Personnel Ceiling

1. This Office is in receipt of a request from the NEA Division for a new communication position for the [REDACTED] Station.

25X1A

2. We are unable to establish such a position due to the fact that our "on duty" figure equals our personnel ceiling and all present employees are needed to fulfill our commitments. ND/P was queried as to their ability to furnish a ceiling position and a negative reply (memorandum attached) was received.

3. Therefore, it is requested that the personnel ceiling for the Office of Communications be increased one position from the Director's reserve in order that the desired position may be established.

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[REDACTED]
Assistant Director for Communications

Attachment
Copy of referenced memo

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OCT 7 1954